

Embedded Voicemail User Guide (Intuity Mode)

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Contents

1. Embedded Voicemail

1.1	Logging In	10
	1.1.1 First Time Login	10
	1.1.2 Trusted Sources	11
	1.1.3 Switching to Another Mailbox	11
	1.1.4 Normal Login	11
1.2	Default Mailbox Controls	12
1.3	Caller Options	13
	Full Mailbox	
1.5	Visual Voice	14
2.	Listening to Messages	
2.1	Listening to Messages	17
	Marking a Message as Saved	
	Forwarding a Message	
	Calling the Sender	
	Replying to a Message	
	Sending a New Message	
3.	Changing Your Settings	
	Changing Your Password	22
	Personal Greeting	
	3.2.1 Recording Your Greeting	
	3.2.2 Deleting Your Greeting	
	3.2.3 Listening to Your Greeting	
3.3	Transfer Options	
	Record Your Name	
	Voicemail Notification	
	Voicemail Email	
4.2	Outcalling	
	4.2.1 Initial Outcalling Configuration	
	4.2.2 Setting Your Outcalling Destination	
	4.2.3 Setting Your Outcalling Timeout	
	4.2.4 Turning Outcalling On	
	4.2.5 Turning Outcalling Off	
	4.2.6 Answering Outcalling Calls	30
Ind	ex	.31

Chapter 1. Embedded Voicemail

1. Embedded Voicemail

This user guide is for Embedded Voicemail provided by an IP Office system running in IP Office Essential Edition, IP Office Preferred Edition or IP Office Advanced Edition mode.

Your system maintainer can configure your system to support either Intuity or IP Office mode mailbox operation. This guide is for Intuity mode. Your system administrator can confirm which mode your system uses.

- First time login 10
- Trusted Sources 11
- Switching to another mailbox 119
- Normal login 11
- Mailbox controls 12
- Caller options 13
- Visual voice 14

1.1 Logging In

1.1.1 First Time Login

The first time you call your mailbox, the system prompts you to set a mailbox password and to record your name. The system uses the password to control access to your messages and mailbox settings. It uses the name you record in announcements to callers. Though set during the initial mailbox login, you can change the password and change the recorded name 24 at any time.

To login:

- 1. Dial *17.
- 2. At the prompt, if dialing from your own extension, press #. Otherwise, enter your extension number and press #.
- 3. When prompted for a password press #. If this is not accepted, contact your system administrator who may have already set a password for your mailbox.
- 4. If no password is already set, the system requests you to set a password for your mailbox. Enter a new password and press #.
 - Enter at least four digits and up to 15. If you enter less than four numbers, the system will prompt you to enter a longer code. Do not set an obvious code. For example, the system will not allow you to use the following:
 - · Your extension number.
 - · A sequence of digits, for example 1234.
 - The same repeated digits, for example 1111.
- 5. Re-enter the new password and press #.
- 6. The system now requests you to record your name.
 - a. Press 1. At the tone, speak your name and then press 1 again.
 - b. The system plays back your recording. Press # to accept the recording or 1 to record again.
- 7. After you log in, the voice prompts provide instructions. See <u>Default Mailbox Controls</u> or a summary of the controls.

1.1.2 Trusted Sources

By default, even when you have a password set, you can access your mailbox from your own extension without needing to use the password. This is because your extension number is set as a 'trusted source'. Your system maintainer can change that if required. They can also add other numbers as trusted sources for your mailbox if you require that.

Mailbox access from numbers that are not trusted sources requires entry of your mailbox password. For example, entry of your password is usually required if your maintainer has configured a method for you to access your mailbox from remote locations other than your own extension.

1.1.3 Switching to Another Mailbox

Some users may have access to multiple mailboxes. For example, in a call centre or a hunt group, supervisors may need to check multiple mailboxes. You can use the re-login feature to access mailboxes sequentially, without needing to disconnect after checking each mailbox.

To switch to another mailbox:

1. While already logged in to a mailbox, dial **7. You can then specify the new mailbox required.

1.1.4 Normal Login

If you have already completed a <u>first time login</u> 10, the subsequent login process is much faster.

To login:

- 1. Dial *17.
- 2. The system prompts you to enter the number of the mailbox you want to access. If dialing from your own extension, for your mailbox, just press #. Otherwise, enter your extension number and press #.
- 3. If requested, enter your password and press #. The system requests a password if you are accessing a mailbox from a number not set as a trusted source for that mailbox.
- 4. After you log in, the voice prompts provide instructions. See <u>Default Mailbox Controls</u> 12 for a summary of the controls.
 - For help at any time: Press *4.
 - To return to the activity menu: Press *7.
 - To exit the system: Press **9.

1.2 Default Mailbox Controls

The following is a summary of the options that are available after you have logged into 11 a mailbox.

Activity Menu

- Record messages = 1
- Get messages = 2
- Greetings = 3
- Help = *4
- Personal options = 5
- Outcalling = 6
- Re-login = **7
- Exit = **9

1. Record messages

- Record message = 1
 - Start/stop recording = 1
 - Rewind = 2
 - Replay = 5
 - Advance = 6
 - Playback = 23
 - Delete = *3
 - Approve = #
 - Enter address and press #
 - Cancel address = *3
 - Finish addressing = #

2 Get messages

- Listen to message = 0
- Reply/Forward = 1
- Restart = 2
- Skip to previous = *2
- Pause/resume = 3
- Replay header = 23
- Back/restart = *5
- Advance to end = 6
- Save and skip message = **4
- Save and play next = #
- Delete = *3
- Save = **7

3 Greetings

- Listen to greeting = 0
- Create, change, or delete greeting = 1
- Activate = 3

5 Personal options

- Password = 4
- Record name = 5

6 Outcalling

- Configure outcalling = 1
- Change number = 3
- Turn outcalling off = 6
- Turn outcalling on = 9

IMPORTANT: Old Messages are automatically deleted after 24 hours

After you listen to new message, it is marked as 'old' and it is automatically deleted after 24 hours. If you do not want the message deleted, you must mark it as a 'saved' message.

- To mark the current message as saved: Press **7 while listening to the message.
- ullet To mark the current message as saved and skip to the next message: Press **4.
- To mark the current message as saved and play the next message: Press #.

You can also use the following short codes to control your mailbox. These are default system features, however your system maintainer can change them. For users with Avaya telephones that include programmable buttons, your system administrator can also assign these functions to buttons.

• Turn Voicemail On: *18

Causes calls to go to voicemail when you are busy or do not answer. If the extension to which you forward your calls does not answer calls will also go to voicemail.

• Turn Voicemail Off: *19

Switches the above feature off.

• Voicemail Ringback On: *48

If ringback is on, when you have new messages, the voicemail system will ring you following the completion of any

• Voicemail Ringback Off: *49

Switches the above feature off.

1.3 Caller Options

Callers to your mailbox can perform the following actions:

• Skip Your Mailbox Greeting

Callers can skip your greeting message and go straight to leaving a message by pressing 1.

• Transfer to another number 24

Depending on your settings, the caller can select a transfer to another extension rather than leaving a message.

• Leave a message

After hearing the tone, your caller can start recording a message. The system only saves messages that are longer than 3 seconds. The default maximum message length is 120 seconds. However, the system administrator can adjust that.

· Options after leaving a message

After leaving a mailbox message, callers can press # rather than hanging up immediately. The caller hears a prompt informing them if the system saved the message. They can then select additional options:

*7 - Login

Using *7 you can select to login 11 to a mailbox to collect messages.

**9 - Disconnect

This option will disconnect your call.

1.4 Full Mailbox

When a mailbox is full and unable to store new voicemail messages, the voicemail system plays an information message and disconnects the call.

1.5 Visual Voice

Visual Voice allows you to access your mailbox using the display menu of your phone rather than following spoken mailbox prompts. Not all phones support Visual Voice.

To use Visual Voice your system maintainer must add a Visual Voice button to your phone. Alternatively, your system maintainer can set the **MESSAGES** button on your phone to act as a Visual Voice button.

- On phones that have a display but do not support visual voice operation, use of the button for user mailbox access using voice prompts and for direct to voicemail transfer during a call is supported (does not include T3 and T3 IP phones).
- On T3 phones, the Visual Voice button goes direct to the Listen function of Visual Voice. To access the full set of Visual Voice functions use Menu > Settings > Voicemail Settings.

Visual Voice Controls

The arrangement of options on the screen will vary depending on the phone type and display size. You can access controls not shown on the current display by using the phone's < and > buttons to move between screen pages.

Button	Functions				
Listen	Accesses your mailbox. When pressed, the screen shows the number of New , Old and Saved messages. Select one of those options to start playback of messages in that category. Once message playback is selected, the available controls change:				
	• Previous: Play the previous message.	 Copy: Copy the message to another mailbox. When pressed, the phone displays: Pre-Rec: Record a message to attach to the start of 			
	Next: Play the next message.Rewind: Rewind approximately 5				
	seconds.	the copied message.Targets: Enter the destination for the message			
	• FFwd: Step forwards approximately 5 seconds.	copy.			
	Delete: Delete the current message.	Done: Copy the message using the targets entered.			
	Save: Mark the messaged as a saved message.	 Pause: Pause the current message. Press the button again to unpause. 			
Main(0)	Hunt group names may be displayed you have been configured for hunt group mailbox access. The number shows the number of new messages in the mailbox. Press the button to access the mailbox in the same way as the Listen option above.				
Message					
Greeting	Change the main greeting used for callers to your mailbox. If you have not recorded a greeting, the system's uses its default mailbox greeting.				
	 Record: Record a new greeting. Listen: Listen to the current greeting or the new greeting just recorded. 				
	Submit: Submit the new greeting just recorded.				
	Delete: Delete the current greeting. The mailbox reverts to using the default system greeting.				
Email	This system shows this option if you have a configured email address for voicemail email usage in the telephone system configuration. This control allows you to see and change the current voicemail email option used for new messages received by your mailbox. Use Change to change the mode displayed. Press Done to save the change. The modes are:				
	Email Mode Off: Voicemail email is not used.				
	Email Mode Copy: Copy new voicemail messages to the email address, leaving the original message in the mailbox.				
	Email Mode Fwd: Forward new voicemail messages to the email address, deleting the original message from the mailbox.				
	Email Mode Alert: Send an alert email message to the email address, leaving the message in the mailbox.				
Password	Change the mailbox password. To do this require	res entry of the existing password.			
Voicemail	Switch voicemail usage on or off. When off, the	voicemail system does not answer unanswered calls.			

Using the Visual Voice Button for Voicemail Transfer

If pressed when you have a call is connected, the Visual Voice button allows entry of an extension number for direct to voicemail transfer of the connected call.

Chapter 2. Listening to Messages

2. Listening to Messages

This section covers actions you can perform while listening to your messages.

- <u>Listening to your messages</u> 17
- Marking a message a saved
- Forwarding a message 18
- Calling the message sender 18
- Replying to a message 18
- <u>Sending a new message</u> 19

2.1 Listening to Messages

The system groups messages into the following categories:

New

After you have listened to a new message, it automatically becomes an old message.

Saved

This category applies to messages you <u>marked as saved 17</u>. You would normally do this for messages that you do not want the system to automatically delete.

• Old

After you have listened to a new message it automatically becomes an old message. Unless you delete them sooner, the system automatically deletes old messages after 24 hours.

When you get your messages, the system starts with your new messages, then your saved messages and then finally your old messages. When you retrieve your messages, each message starts with a header which contains details about who left the message (if known) and when.

To listen to your messages:

- 1. Log in 11 to your mailbox.
 - The system announces the number of new messages.
- 2. Press 2 to get your messages. The system plays the header details of the first message.
 - During or after the header, to listen to the actual message: Press **0**. As you listen to your messages, you can use the following controls to listen to all or part of the message again.
 - To restart message: Press 2.
 - To replay header: Press 23.
 - To pause: Press 3.
 - To resume: Press 3.
 - To rewind 5 seconds: Press 5.
 - To restart: Press *5.
 - To fast forward 5 seconds: Press 6.
 - To save a new or old message: Press 7.
- 3. When you have listened to the message, you have the following options:
 - To reply to or forward the message: Press 1.
 - To delete the message and continue to the next message: Press *3.
 - To skip the message and play the next message: Press #.
 - To skip to the next message: Press *#.
 - To leave the message in current category and skip to next category: Press **4.
 - To go back to previous message: Press *2.
 - To hang up and end voicemail: Press **9.

2.2 Marking a Message as Saved

Once you have played a message it is marked as old. The system automatically deletes old messages after 24 hours. To stop this happening to the current message, you can mark it as being a saved message.

To save a message:

1. While listening to a new or old message, press **7 to save it.

2.3 Forwarding a Message

You can forward a message to a different mailbox or to several mailboxes at the same time. When you do this, you can record a comment at the start of the message.

To forward a message:

- 1. While listening to the message, press 1.
- 2. Press 2 to forward the message with a comment.
- 3. After the tone, record your comment:
 - To stop recording: Press 1.
 - To restart recording: Press 1 again.
 - To rewind the recording: Press 2.
 - To play back the recording: Press 23.
 - To delete the recording: Press *3.
 - To approve the recording: Press #. Recordings must be at least 3 seconds long
- 4. Enter a mailbox number (or dial the required name) and then press #.
 - Repeat until you have entered all the mailboxes to which you want to forward the message.
 - To delete the last number that you entered: Press *3.
- 5. Press # to finish addressing.

2.4 Calling the Sender

When an internal caller leaves a message, the system will capture the caller's number and store that with the message. You can choose to make a call to the caller's number.

To call the message sender:

- 1. While listening to the message, press 1.
- 2. To attempt the call, press **0**. The system logs you out of your mailbox.

2.5 Replying to a Message

When you receive a voice message from an internal caller, you can send a reply message to the sender. You can choose to reply with or without the original message attached.

To reply to a message:

- 1. While listening to the message, press 1.
- 2. To reply to the message with voicemail press 1 again.
- 3. Select the type of reply:
 - To reply without attaching the original message: Press 6.
 - To reply with the original message attached: Press 9.
- 4. After the tone, record your reply:
 - To stop recording: Press 1.
 - To restart recording: Press 1 again.
 - To rewind the recording: Press 2.
 - To play back the recording: Press 23.
 - To delete the recording: Press *3.
 - To approve the recording: Press #. Recordings must be at least 3 seconds long

2.6 Sending a New Message

When you are listening to a message, you can record a new message and send it to another mailbox or mailboxes.

To send a message:

- 1. While listening to your messages, press ${f 1}.$
- 2. After the tone, record your message:
 - To stop recording: Press 1.
 - To restart recording: Press 1 again.
 - To rewind the recording: Press 2.
 - To play back the recording: Press 23.
 - To delete the recording: Press *3.
 - To approve the recording: Press #. Recordings must be at least 3 seconds long

Chapter 3. Changing Your Settings

3. Changing Your Settings

This section covers the following topics:

- Changing your password 22
- Recording a greeting 23
- Deleting a greeting 23
- Listening to your greeting 23
- Breakout transfer options 24
- Recording your name 24

3.1 Changing Your Password

You are required to have a mailbox password set. The system asks you to set a password when you first login to the mailbox. If somehow that password becomes removed, the system asks you to set a new password. When accessing your mailbox from a trusted source (see below), you do not need to enter your password. By default, the system sets your extension as a trusted source. To access to your mailbox from other locations, including in response to Outcalling, you will need to enter your password.

To change your password:

- 1. Log in 11 to your mailbox.
- 2. Press 5 to access your personal options.
- 3. Press 4 to change your password.
- 4. Enter the new password and press #.
 - Enter at least four digits and up to 15. If you enter less than four numbers, the system will prompt you to enter a longer code. Do not set an obvious code. For example, the system will not allow you to use the following:
 - · Your extension number.
 - A sequence of digits, for example 1234.
 - The same repeated digits, for example 1111.
- 5. Re-enter the new password and press #.

Trusted Sources

By default, even when you have a password set, you can access your mailbox from your own extension without needing to use the password. This is because your extension number is set as a 'trusted source'. Your system maintainer can change that if required. They can also add other numbers as trusted sources for your mailbox if you require that.

Mailbox access from numbers that are not trusted sources requires entry of your mailbox password. For example, entry of your password is usually required if your maintainer has configured a method for you to access your mailbox from remote locations other than your own extension.

System Administration

The system administrator cannot see your password. However, they are able to clear your existing password. If they do this, the system will prompt you to set a new password when you next log in. Alternatively, the administrator can set the new password for you.

3.2 Personal Greeting

By default, callers to your mailbox hear the default system greeting. "Your call has been answered by Avaya IP Office." You can replace this with a personal greeting.

You can delete your personal greeting at any time. If you delete it, the system plays the default system greeting to callers.

3.2.1 Recording Your Greeting

You can record the greeting heard by callers to your voicemail. At any time, you can listen to a greeting message and re-record it.

· A greeting must be longer than 3 seconds. The maximum length of a greeting is 120 seconds by default.

To record your greeting:

- 1. Log in 11 to your mailbox.
- 2. Press 3 to select personal greetings.
- 3. Press 1 to create or change a greeting.
- 4. Start speaking your greeting at the tone.
- 5. When you have finished press 1 to edit your greeting.
- 6. Press 2 3 to playback the greeting that you have just recorded.
- 7. Press # to confirm the recording. The system announces the number of the greeting just recorded. If you want to add to the recording, press 1. Start speaking the extra words, press 1 when finished.
- 8. Press # to save the recording.

3.2.2 Deleting Your Greeting

You can delete a personal greeting any time. If you delete it, the system plays the default system greeting to callers.

To delete your greeting:

- 1. Log in 11 to your mailbox.
- 2. Press 3 to select personal greetings.
- 3. Press 1 to create, change or delete a greeting.
- 4. Press *3. The system deletes the greeting.

3.2.3 Listening to Your Greeting

At any time you can check, and if necessary change, each of your existing personal greeting messages.

To listen to your greeting:

- 1. Log in 11 to your mailbox.
- 2. Press 3 for personal greetings.
- 3. Press **0** to listen to a greeting. If you have not recorded a greeting, you hear "Greeting not recorded."
- 4. Press # to return to the main greetings menu.

3.3 Transfer Options

Your system administrator can set up to 3 transfer numbers for your mailbox. When a caller to your mailbox presses **0**, **2** or **3**, the system transfers them to the matching number configured by your system administrator. For the **0** option, the caller can also press ***0**. Typically, this feature allows the system to transfer callers to the receptionist or one of your colleagues.

Contact your system administrator to find out if they have set any transfer numbers for your mailbox. When this feature is set, remember to alter your mailbox greeting [23] in order to inform callers of the options they can use.

3.4 Record Your Name

You hear your name played as a confirmation when you log in to your mailbox. The system also uses it for other system announcements and functions. You can change your name recording at any time.

To record your name:

- 1. Log in 11 to your mailbox.
- 2. Press 5 to for personal options.
- 3. Press **5**. If you have already recorded your name, you hear it played back to you. You also hear an explanation of when your name is used.
- 4. After the tone, speak your name and then press **1** to stop recording. The maximum length is 12 seconds. When you have finished recording your name, the system plays back the recording.
- 5. Review the recording and select one of the following options:
 - To record your name again: Press 1.
 - To accept the recording: Press #.
- 6. Hang up or choose another option.

Chapter 4. Voicemail Notification

4. Voicemail Notification

There are several ways that the system can alert you when you have a new message.

Message Waiting Lamp

Most Avaya telephones include a message waiting lamp, typically at the top right of the phone. This lamp lights when your mailbox contains any new messages that you have not heard. In addition, many Avaya phones have a **MESSAGE** button which also lights when your mailbox contains new messages.

• Your system administrator can also configure your message indicators to light when a group mailbox contains new messages. You can then see and access that additional mailbox through <u>Visual Voice</u> 14. You can also access it by using the group extension number during mailbox login instead of your extension number.

Ringback

If you enable ringback, whenever you use your phone, immediately after completing the call the system will automatically call you if your mailbox contains any new messages. This is useful if you have a telephone that does not have a message waiting lamp or button.

- To switch ringback on: Dial *48.
- To switch ringback off: Dial *49.

• Outcalling 28

Outcalling allows you to specify a number that the system calls when your mailbox contains any new messages. If you answer the call, the system prompts you to login to hear your messages.

• Voicemail Email 27

The voicemail system can send an email whenever your mailbox receives a new message. The email can be just a simple alert that you have a new message or it can also include an attached copy of the message.

4.1 Voicemail Email

You can have notification of new messages sent to your email address. The notification can be a simple alert to tell you that you have a message or a copy of the voicemail message if required.

There are no Voicemail Email controls available to you through your mailboxes spoken prompts interface. However, if you have an Avaya telephone that supports <u>Visual Voice</u> operation, you can use Visual Voice to control your Voicemail Email settings.

• Email Address/Enabling Voicemail Email Functions

Before you can use the email options, your system administrator must enter your email address into the telephone system configuration. Otherwise, you hear the message 'Email is not enabled on this mailbox' whenever you try to use an email option. Your system administrator can tell you whether they have configured your mailbox to use email.

4.2 Outcalling

You can receive notification of a new voice message by using the outcalling feature. When you receive a new message, the voicemail system notifies you by calling a number that you have set. You can then retrieve the message from the number at which you received the notification. Systems running IP Office Release 7.0 or higher support this option.

Each outcalling alert rings for a duration you can set. The default is 15 seconds. The call ends if not answered. If answered, the system prompts you to enter your mailbox <u>password</u> 22. When answer, the outcalling call automatically ends if:

- You press *# to indicate that you do not want any more outcalling calls for the current new messages.
- You enter the wrong password 3 times.
- More than 5 minutes passes with no response.

Up to 3 outcalling calls are attempted, with a minimum of 15-minutes between calls, unless you answer and press *# or access your mailbox by another method. If you receive any more new messages in the meantime they do not restart the outcalling attempts.

This section covers the following actions:

- Initial outcalling configuration 28
- Setting your outcalling destination 29
- Setting your outcalling timeout 29
- Turning outcalling on 29
- Turning outcalling off 29
- Answering outcalling calls 30

4.2.1 Initial Outcalling Configuration

The first time you access the outcalling menus, the system prompts you to set a destination number for outcalling alerts. Once set, you can then change the number 29, turn outcalling off 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and change the timeout 29) and 29) and <a href="mailt

To configure outcalling:

- 1. Press 6. An announcement tells you that you have not configured outcalling.
- 2. Press **1** to configure your outcalling options. You need to specify the destination telephone number where you want to receive your new voicemail notification.
- 3. When you have configured an outcalling destination number, you can turn outcalling on/off.

4.2.2 Setting Your Outcalling Destination

You can add or change the telephone number that outcalling uses.

To set your outcalling destination number:

- 1. Log in 11 to your mailbox.
- 2. Press 6 to change outcalling information.
- 3. Press 1 to configure your outcalling options.
- 4. Press 1 to change or enter the destination number.
- 5. Press ${f 1}$, enter the new destination number then press ${f \#}$. The system plays back the number.
 - If you need to re-enter the destination number: Press 1.
- 6. Press # to accept and enable the new destination.
 - You can change the time out setting by pressing 2.
 - Enter the new value in seconds and press #. The system plays back the new settings.
 - Press # to accept and enable the new configuration.
- 7. Press *7 to return to the activity menu.

4.2.3 Setting Your Outcalling Timeout

The timeout controls how long the outcalling call rings the destination number before hanging up if not answered. The default is 15 seconds with the maximum being 59 seconds.

If the destination specified is an internal number, outcalling does not go to voicemail if unanswered. However, if the destination is an external number with its own voicemail, the timeout must be set to less than the time before the external voicemail might answer. For example, if you have voicemail active for your mobile telephone, where any calls go to voicemail if not answered after 30 seconds, you must set the outcalling timeout to less than 30 seconds.

To set your outcalling timeout:

- 1. Log in 11 to your mailbox.
- 2. Press 6 for change outcalling information.
- 3. Press 1 to configure your outcalling options.
- 4. Press 2 to change the length of the timeout.
- 5. Enter the time out length between 5 and 59 seconds.
- 6. Press # to confirm the time out length.
- 7. Press *7 to return to the outcalling menu.

4.2.4 Turning Outcalling On

Once you have a set an outcalling destination, you can choose to switch outcalling on.

To turn outcalling on:

- 1. Log in 11 to your mailbox.
- 2. Press 6 to access your outcalling settings.
- 3. Press ${\bf 9}$ to switch outcalling on.

4.2.5 Turning Outcalling Off

You can turn outcalling off. Doing this does not delete the outcalling number or timeout you have set.

To turn outcalling off:

- 1. Log in 11 to your mailbox.
- 2. Press 6 to access your outcalling settings.
- 3. Press **6** to switch outcalling off.

4.2.6 Answering Outcalling Calls

When you have a new message, the system tries to call your outcalling destination number three times with a 15-minute interval between each call.

To collect a message:

- 1. Answer the outcalling alert.
- 2. When you hear the outcalling announcement, enter your extension number and press #. You hear the "Welcome to Avaya IP Office" announcement.
- 3. Log in to voicemail in the usual way and collect your new message.

To cancel further message notification:

- 1. Answer the outcalling alert.
- 2. When you hear the outcalling announcement, enter *#. The system cancels any further outcalling for that new message. You still receive outcalling alerts for any subsequent new message.

Index	Full 13
	Login 11
A	Name 24
Alerts	Password 11, 22
Email 27	Switch to another 11
Outcalling 28	Trusted source 11
Answer	Mailbox Controls 12
Outcalling 30	Mark
Attach	as saved 17
Original message 18	Message
В	Button 14
Breakout 24	Call sender 18
Button 14	Collect 17
C	Delete 17
	Fast forward 17
Call sender 18	Forward 18
Change	Leave 13
Greeting 23	Listen 17
Name 24	Play 17
Password 22	Repeat 17
Collect 17	Reply 18
Collecting messages	Rewind 17
Outcalling 30	Save 17
Сору	Send 19
to email 14	Skip 17
D	N
Delete 17	
Greeting 23	Name 24
Destination	0
Outcalling 29	Outcalling 28
Disable	Answer 30
Outcalling 29	Destination 29
Ringback 12	Disable 29
Voicemail 12, 14	Enable 29
E	Timeout 29
Email 27	Р
	Password 11, 22
Alert mode 14 Mode 14	Play 17
Enable	R
Outcalling 29	
•	Reception 24
Ringback 12 Voicemail 12, 14	Record
	Greeting 23
Erase Greeting 23	Name 24
3	Repeat 17
F	Reply to a message 18
Fast forward 17	Reply to sender 18
First login 10	Rewind 17
Forward	Ringback 12
to email 14	S
Forward a message 18	Save 17
G	Send
Greeting	a message 19
Delete 23	Set
Listen to 23	Password 22
Record 23	Skip 17
L	Your Mailbox Greeting 13
	Т
Leave a message 13	Timeout 29
Listen 17	Transfer 24
Listen to	
Greeting 23	Trusted source 11
Login 11	V
First time 10	Visual voice 14
M	Voicemail
Mailbox	On/Off 12
	Voicemail email 14 27

Voicemail Ringback On/Off 12

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